

CTDN Program Year Report

2005 - 2006

Connecticut Training & Development Network

Summary

During program year 2006, the Network reexamined its purpose and goals for 2006 & 2007. The Network reached consensus on the purpose and goals listed below and began to implement those goals by designing a train-the-trainer certification program for State training professionals; creating a partnership with Department of Administrative Services (DAS); increasing the Network's visibility; and increasing membership. At the completion of the 2006-2007 program years, we project that the Network will have accomplished most of its stated goals.

Purpose

- To advise the State's Executive Administration on issues, trends, and best practices concerning skill, workforce, and organizational development for State employees so that they deliver the highest level services to meet the needs of the citizens of Connecticut.*
- To educate and train the State's staff development and learning and performance professionals, keeping up-to-date on workforce and organizational development issues, trends, and best practices in order to meet the needs of the State's Executive Administration and State employees.*
- To partner with member agencies and other groups in sharing resources, delivering services, and promoting the value of staff and organization development initiatives.*

Goals 2006 & 2007

1. Advocate that the State's training and development professionals be represented on each agency's executive team, since training and organizational development is an integral part of State agencies' business strategy.
2. Expand the Network membership to include representation from all entities within all branches of government.
 - Develop bylaws to establish a formal operating structure if appropriate
3. Create a professional development certificate program for training and performance professionals.
 - Offer courses conducted by CTDN subject matter experts through the Learning Center.
4. Offer courses conducted by CTDN subject-matter experts on subjects of general interest to state employees through the Learning Center.
5. Offer the Network's assistance to DAS to develop core-training curriculum that would be available to all agencies' training/human resource professionals for use in their agencies.
6. Create an inter-agency task force to focus on effectively utilizing technology and managing knowledge by creating an internet learning portal sponsored by the Department of Administrative Services, a community of learning which would be a repository of knowledge to be shared among that state's staff development and performance professionals.

Accomplishments

Partnerships

The Network has developed a partnership with DAS to co-sponsor training. DAS has requested the Network's assistance with its pandemic initiative. DAS has also agreed to host the Network's internet site.

Train-the Trainer Program

DAS has accepted the Network's Train-the-Trainer proposal. The **TtT Program** is designed to provide training professionals with the knowledge, skills, and abilities to successfully design, implement, and conduct training. The program consists of a rigorous course of study – including a program introduction and overview, six classroom modules, and independent assignments designed to provide participants with practical applications of the learning.

Individuals may register for the entire **TtT Certificate Program** or elect to register for courses a la carte. Individuals who register for the entire program will be given preference for individual module registration. After successful completion of the **TtT Program**, participants will have knowledge of how to develop and deliver training that is learner-centered and aligned with their agency's strategic goals.

The State of Connecticut Train-the-Trainer Certificate Program is designed for State of Connecticut Training, Human Resource, and Affirmative Action Professionals and technical professionals that spend substantial time designing and conducting training.

The certification program consists of 7 modules, 14 days of facilitator-lead instruction over 18 months in addition to application exercises to be completed outside of class hours.

Fall 2006		Course Length	Class Hours
Module 1	Introduction and Program Overview	1 day	6 hours
Module 2	Needs Assessment	2 days	12 hours
Module 3	Adult Learning Principles	1 day	6 hours
Spring 2007			
Module 4	Curriculum Design	3 days	18 hours
Module 5	Methods of Instruction/Presentation Skills	2 days	12 hours
Fall 2007			
Module 6	Facilitation/Process Improvement	3 days	18 hours
Module 7	Evaluation	2 days	12 hours
Total		14 days	84 hours

Membership

Membership in the Network has increased by approximately 30 over last year's number because of a very successful annual conference. No additional efforts to increase membership were made since the focus of this year's efforts was to first develop a train-the-trainer program and to develop a partnership with DAS.

Annual Conference

The CTDN held its annual conference, *Showcasing Sharing Innovations*, on June 16, 2006 at Central Connecticut State University. Poppy Bufford chaired the conference committee. Committee members included Karen Caliendo, Cheryl Cepelak, Barbara Kleefeld, Cheryl Malerba, Claire Nolin, Linda Rubin, and John Tierney.

John Vince conducted the morning program, *"5 Reasons Why Learning by Teaching is So Powerful"* Principles in Action – a Franklin Covey workshop. Janice Schuyler facilitated the afternoon World Café, which provided participants with an experiential learning event.

A total of 106 individuals registered for the conference and 96 individuals actually attended. The overall conference evaluation was a 3.58 out of a possible 4. Kudos to the conference committee for making this year's conference outstanding.

Monthly Programs

Thanks to the following individuals who coordinated and/or hosted our successful monthly programs:

- Poppy Bufford, Department of Revenues Services;
- Karen Caliendo, Department of Environmental Protection;
- Cheryl Cepelak, UConn Health Center;

- Alice Clive, Office of Policy & Management;
- Joanne Curtis, Judicial Branch Learning Center- Superior Court Operations;
- Bonnie Delaney, Connecticut State Library;
- Tom Griffen, Department of Health and Addiction Services;
- Alan Hyla, Judicial Branch – Court Support Services Division;
- Barbara Kleefeld, Department of Children & Families Training Academy;
- Cheryl Malerba, Department of Transportation;
- Patsy McLaughlin, Department of Administrative Services;
- Claire Nolin, Ph.D., Office of Policy & Management;
- Rosie Rodriguez, UConn Health Center;
- Linda Rubin, Department of Corrections;
- Jan Schuyler, Department of Labor; and,
- John Tierney, Department of Mental Retardation.

September 30, 2005	<i>‘The Times They Are a Changin’ and What Will Help You Manage Them More Effectively at the Connecticut State Library – Van Block Facility</i>
October 21, 2005	<i>Employee Development for Training Professionals at the Connecticut Department of Labor</i>
November 18, 2005	<i>Knowledge Management Café at the Connecticut Department of Revenue Services</i>
December 16, 2005	<i>Applications of Streaming Media, Distance Learning: On-Demand Training and Webcasting at CONNDOT Research and Materials Laboratory</i>
January 20, 2006	<i>Evaluating Training Effectiveness: How Do You Know If They Have Learned? at the Department of Transportation Training Center</i>
March 17, 2006	<i>Agency Updates on Succession Planning and Workforce Development at the Maloney Center for Training and Staff Development</i>
April 28, 2006	<i>Technology Integration is Leaning Power at the Judicial Branch – Court Support Services Division – Training Academy</i>
May 19, 2006	<i>Is AGE Nothing But a Number? at the Connecticut Department of Labor</i>

Plans for Future

During the 2007 program year, the Network plans include:

- Developing curriculum for the first five modules of train–the –trainer;
- Planning and presenting educational programs for members;
- Determining if the CTDN’s structure should be revised in light of increasing membership;

Designing and publishing a CTDN intranet site for CTDN's members;
Developing and implementing a marketing plan;
Increasing membership; and,
Assisting DAS if requested to develop and to train State employees on relevant
Pandemic Flu issues.

Prepared by:

Cheryl Cepelak - Co-chair of the CTDN
Janice Schuyler – Co-chair of the CTDN
November 8, 2006